

Slate 101: How to Review Applications

The logo for Western Carolina University, featuring the words "Western" and "Carolina" in a stylized purple font, with "UNIVERSITY" in a smaller, all-caps font below "Carolina".

Western
Carolina
UNIVERSITY

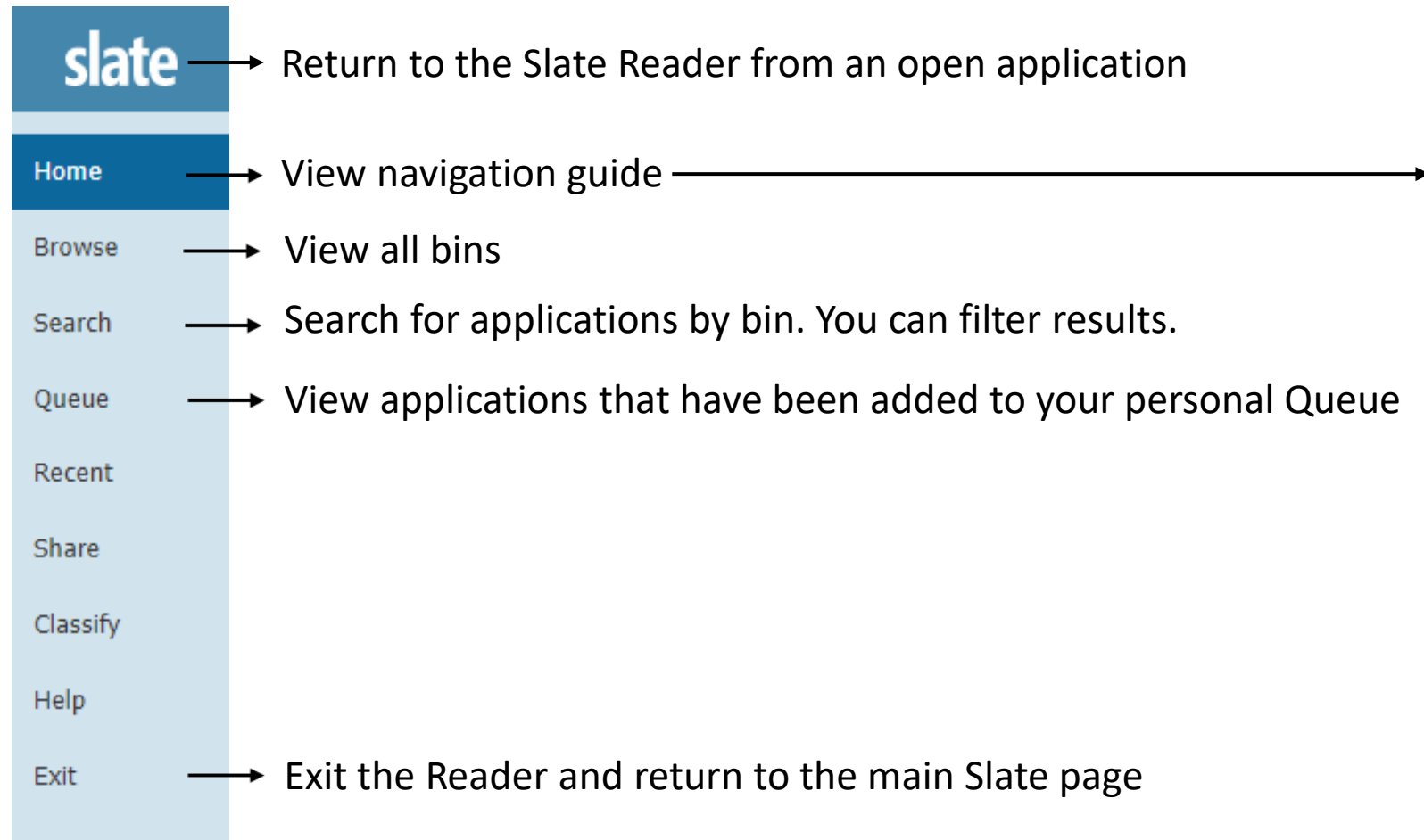
Graduate School
and Research

Opening the Slate Reader

1. Log into the Slate Application System:
<https://gradadmissions.wcu.edu/manage/>
2. Click the “Reader” icon (looks like an open book)



Navigating the Slate Reader



Slate Reader

Navigating the Interface

Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in Slate Reader to help you move through records quickly.

Using the Mouse

- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

Using the Keyboard

- **Arrow Keys:** move up/down/left/right
- **Pg Up/Pg Down:** page up, page down
- **+/-:** zoom in, zoom out
- **Tab:** next section in index
- **Shift + Tab:** previous section in index
- **1-9:** display 1st tab, 2nd tab, etc. in index
- **Ctrl + Left/Right Arrow:** rotate page (PC)
- **Cmd + Left/Right Arrow:** rotate page (Mac)
- **Shift + H:** toggle highlight remover
- **H:** toggle highlighter
- **N:** toggle note editor
- **Q:** toggle display of queue
- **R:** toggle display of Review Form / Send to Bin
- **S:** toggle display of search
- **Esc:** close open panels, return to first section

Understanding Bins

Browse

Click "Browse" to view bins.

Program First Reviewer Read

493

← Faculty review applications and make recommended decisions here.

Program Interview

56

← Only Select programs use the interview bin. If you cannot see this, it's not utilized by your program.

Program Head Reviewer Read







49

← Only visible to the Program Head. The Program Head makes the final decision here.

Click on the Bin to open it and view applications

Viewing Applications (without adding to your Queue)

Click the paper icon on the far right. This will open the application.

					Build Query	Classify	Refres
Degree Interest	Application Entry Term	App - Concentration	Bin	Bin Entry Timestamp			
Project Management Certificate - ...	Fall 2022		Program First Reviewer Read	05/19/2022 10:28 AM			
Sport Management - M.S. - Online	Fall 2022		Program First Reviewer Read	05/19/2022 10:32 AM			
Business Administration - M.B.A.	Fall 2022		Program First Reviewer Read	05/06/2022 11:02 AM			
Accountancy - M.Ac.	Fall 2022		Program First Reviewer Read	02/15/2022 09:08 AM			
Accountancy - M.Ac.	Fall 2022		Program First Reviewer Read	05/19/2022 10:30 AM			

Understanding The Queue

In order to complete a review form, the application must be in your Queue.
An application can only be in one person's queue at a time.

If you see a grayed-out application, it is in someone else's queue. It will have a lock symbol and the name of the person that has it in their queue.

In Denise
Royer's
Queue



Applications (43)						Build Query	Classify	Refr
Name	Degree Interest	Application Entry Term	App - Concentration	Bin	Bin Entry Timestamp ▲			
RoyerTest, DeniseTest Denise Royer	Human Resources - M.S. - Online	Fall 2022		Program First Reviewer Read	09/09/2021 09:53 AM			
Collinstest, Beverlytest (Beverly)	Biology - M.S.	Fall 2022		Program First Reviewer Read	09/09/2021 09:58 AM			

To add or remove an application from your queue:

1. Open the application (click the paper icon 📄)
2. Click either Add to Queue or Remove from Queue on the bottom left-hand corner.

Add to Queue

Remove from Queue

Adding multiple applications to your Queue

1. Click on the applications that you would like to review (they will turn blue)
2. Click “Add to Queue” in the top right corner



Degree Interest	Application Entry Term	App - Concentration	Bin	Bin Entry Timestamp	
Project Management Certificate - ...	Fall 2022		Program First Reviewer Read	05/19/2022 10:28 AM	
Sport Management - M.S. - Online	Fall 2022		Program First Reviewer Read	05/19/2022 10:32 AM	
Business Administration - M.B.A.	Fall 2022		Program First Reviewer Read	05/06/2022 11:02 AM	
Accountancy - M.Ac.	Fall 2022		Program First Reviewer Read	02/15/2022 09:08 AM	
Accountancy - M.Ac.	Fall 2022		Program First Reviewer Read	05/19/2022 10:30 AM	
Accountancy - M.Ac.	Summer 2022		Program First Reviewer Read	02/03/2022 03:00 PM	
Accountancy - M.Ac.	Fall 2022		Program First Reviewer Read	03/08/2022 09:48 AM	

Build Query Classify Refresh -5 +5 **Add to Queue (2)**

Prev Next

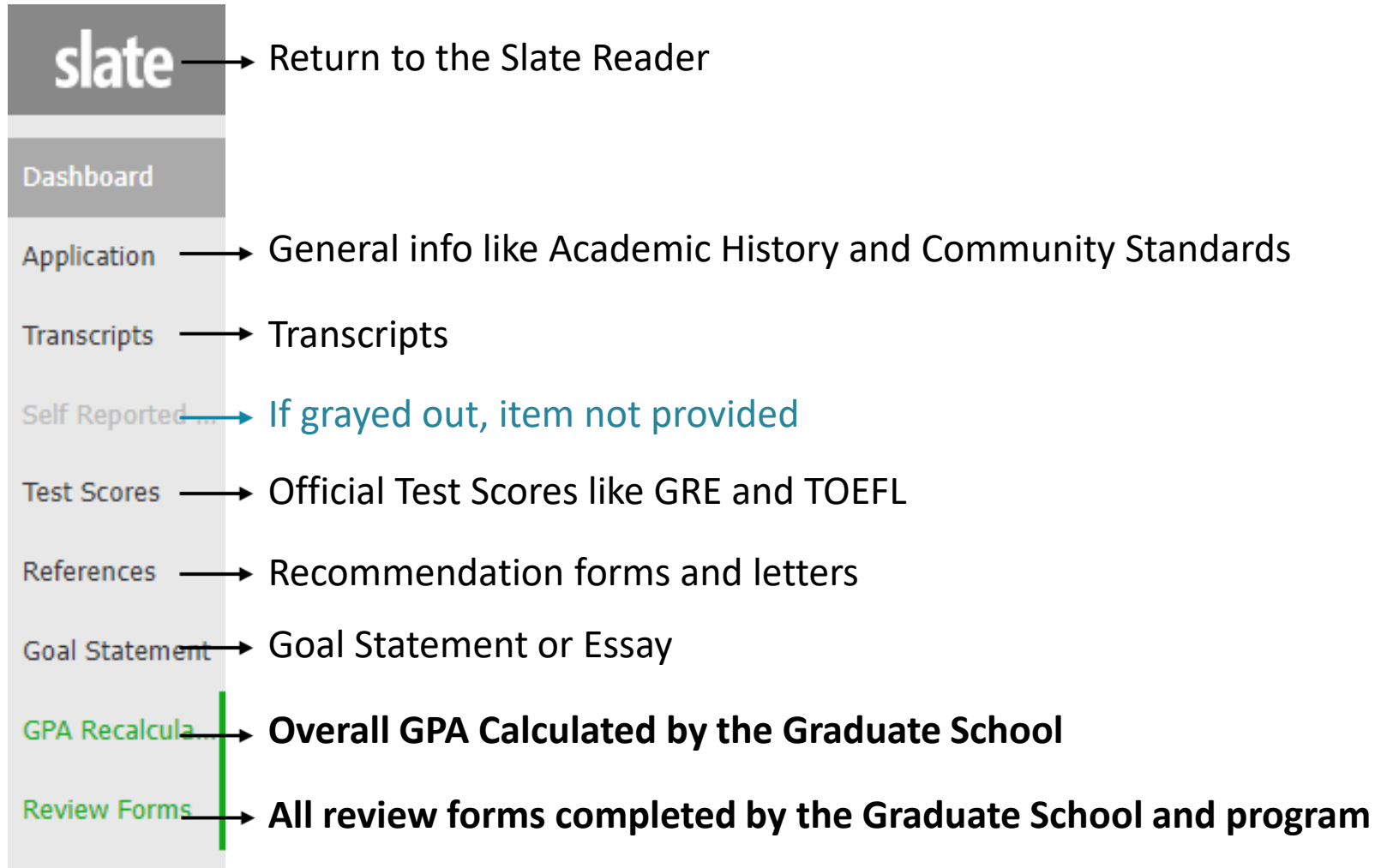
Search...

Evaluation - Program First Reviewer Read

Reader Preset

Filter NOT (OR)

Navigating the Application



slate → Return to the Slate Reader

Dashboard

Application → General info like Academic History and Community Standards

Transcripts → Transcripts

Self Reported → If grayed out, item not provided

Test Scores → Official Test Scores like GRE and TOEFL

References → Recommendation forms and letters

Goal Statement → Goal Statement or Essay

GPA Recalcula → **Overall GPA Calculated by the Graduate School**

Review Forms → **All review forms completed by the Graduate School and program**

When viewing an application, you'll see tabs along the left side of the page. Click on these tabs to view the contents.

Refer to the navigation page (on the home screen) for help with rotating pages, zooming in and more.

Completing the Review Form

Once you have the application in your Queue and you are viewing the application, **click the Review Form button** on the bottom right-hand corner. YOU MUST BE IN FULL SCREEN

slate 783994785 Collinstest, Beverlytest (Beverly) Fall 2022 Biology - M.S. Search...

Western Carolina UNIVERSITY

Graduate School

Kate Roche Logout

Student Information

First Name (Preferred):	Beverlytest (Beverly)
Last Name (Prior Last Name):	Collinstest ()
Suffix:	
Banner ID:	920634146

Application Information

Degree Interest:	Biology - M.S.
Term:	Fall 2022

Test Score Information

GRE Max Verbal	
GRE Max Quantitative	
GRE Max Writing	
GRE Max Total	
GMAT Max Verbal	
GMAT Max Quantitative	
GMAT Max AWA	

School Information

School 1:	University of Kentucky
	U
School 2:	
School 3:	
Overall Undergrad GPA:	
Overall Graduate GPA:	

Remove from Queue Annotations **Review Form / Send to Bin**

The Program First Read Review Form

This is the first review form completed by program faculty. It can be completed by one or multiple faculty.

In this form, you will:

1. Select the recommended decision and any recommended conditions if applicable
2. Add internal comments for other reviewers
3. Select the next bin to send the application to:
 - Program First Reviewer Read (Current): If your program requires more than one person to complete this form, this will keep the application in this bin.
 - Program Interview: only for select programs.
 - Program Head Reviewer Read: Send the application to the Head Reviewer for the final decision.
4. Hit **Send**

The screenshot shows the 'Program First Read Review Form' interface. It includes a 'Recommended Decision' dropdown menu with 'Accept with Conditions' selected and highlighted in yellow, with a blue arrow pointing to it. Below this is a 'Recommended Conditions' section with four unchecked checkboxes: 'Applicant Cannot Take More Than 3 hrs in First Term', 'Applicant Cannot Take More Than 6 hrs in First Term', 'Must earn a minimum 3.0 GPA in first term', and 'Must submit official acceptable test scores prior to the end of first term'. There is also a 'Custom Condition' checkbox. An 'Internal Comments' section is highlighted in yellow with a blue arrow pointing to it, with the text '(with comments by all reviewers after submitted)'. Below this is a text input field. The 'Send to Bin' section shows the 'Current Bin' as 'Program First Reviewer Read' and the 'Next Bin (required)' dropdown menu with 'Program First Reviewer Read (current)' selected and highlighted in yellow, with a blue arrow pointing to it. Below this is a 'Next Reader (optional)' text input field. At the bottom, there is a 'Send' button highlighted in yellow and circled in black, and a 'Draft Saved' button.

The Program Interview Form (Only for Select Programs)

The Interview process is completely up to the program. This form is like the program first reviewer form, with the addition of the interview scores section.

In this form, you will:

1. Record Interview Scores
2. Select the recommended decision and any recommended conditions if applicable
3. Add internal comments for other reviewers
4. Select the Program Head Reviewer Read for the Next Bin.
5. Hit **Send**

The screenshot shows a form with several sections. At the top, there is a rating scale for 'Clarity of Career Goals and Program Fit' with five radio buttons. The first button is highlighted in yellow, and a blue arrow points to the third button. Below this is a text area for 'additional comments'. The next section is 'Relevant Knowledge' with five radio buttons. The first button is highlighted in yellow, and a blue arrow points to the second button. Below this is another 'additional comments' text area. The 'Overall Comments (will be reviewed by other reviewers after submitted)' section has a text area with a blue arrow pointing to it. The 'Recommended Decision' section has a dropdown menu with a blue arrow pointing to it. The 'Send to Bin' section shows 'Current Bin' as 'Program Interview' and 'Next Bin (required)' as 'Program Head Reviewer Read', with a blue arrow pointing to the dropdown. The 'Next Reader (optional)' section has an empty text area. At the bottom, there is a 'Send' button highlighted in yellow and circled, and a 'Draft Saved' button.

Clarity of Career Goals and Program Fit
Applicant has clear goals and has thought about how WCU will help meet those goals

1 2 3 4 5

additional comments

Relevant Knowledge
Applicant shows knowledge of statistics, diagnoses, therapy, assessment, etc.

1 2 3 4 5

additional comments

Overall Comments (will be reviewed by other reviewers after submitted)

Recommended Decision

Send to Bin

Current Bin
Program Interview

Next Bin (required)
Program Head Reviewer Read

Next Reader (optional)

Send Draft Saved

The Program Head Review form (Program Head Only)

This is only completed by the Program's Head Reviewer- usually the Graduate Program Director.

In this form, you will:

1. Select the Final Decision and any recommended conditions if applicable
2. Optional: Add comments for the decision letter (only visible on accept/accept with conditions)
3. Select the Academic Advisor. You must type the name and select from the dropdown.
4. Select Admission Final Read for the Next Bin
5. Hit **Send**

Unless you have a waitlist, you are **DONE** with the application review process! The decision will now be processed by the Graduate School.

Program Head Reader Review Form

Decision

Final Decision
Accept with Condition ▼

Final Condition(s)*
 Cannot take more than 3 hours in first term
 Cannot take more than 6 hours in first term
 Must earn a minimum 3.0 GPA in first term
 Must submit official acceptable test scores prior to the end of first term
 Custom Conditions

External Comments (Will be seen by the student)

Comments for the Decision Letter

Please begin typing and select the advisor from the drop-down list.

Advisor Name

Please begin typing and select the advisor from the drop-down list.

Internal Comments (Will not be seen by the student)

Internal Comments (will be seen by all reviewers after submitted)

Send to Bin

Current Bin
Program Head Reviewer Read

Next Bin (required)
Admission Final Read ▼

Next Reader (optional)

Send

Draft Saved

The Waitlist Review Form (Program Head Only)

This form gives a final decision to an application in the Waitlist Bin. It functions similarly to the Program Head reviewer form.

In this form, you will:

1. Select the Final Decision and any recommended conditions if applicable
2. Optional: Add comments for the decision letter (only visible on accept/accept with conditions)
3. Select the Academic Advisor. You must type the name and select from the dropdown.
4. Select Admission Final Read for the Next Bin
5. Hit Send

You are **DONE** with the application review process! The decision will now be processed by the Graduate School.

The screenshot shows the 'Waitlist Review Form' interface. It is divided into several sections: 'Decision', 'External Comments', 'Internal Comments', and 'Send to Bin'. In the 'Decision' section, the 'Final Decision' dropdown is set to 'Accept with Condition', highlighted in yellow with a green arrow pointing to it. Below it, there are several unchecked checkboxes for 'Final Condition(s)*'. The 'External Comments' section has a text box for 'Comments for the Decision Letter' and a dropdown for 'Advisor Name', which is highlighted in yellow with a blue arrow pointing to it. The 'Internal Comments' section has a text box for 'Internal Comments (will be seen by all reviewers after submitted)'. The 'Send to Bin' section has a 'Current Bin' dropdown set to 'Waitlist' and a 'Next Bin (required)' dropdown set to 'Admission Final Read', highlighted in yellow with a blue arrow pointing to it. At the bottom, there is a 'Send' button highlighted in yellow and circled in black, and a 'Draft Saved' button.

Waitlist Review Form

Decision

Final Decision
Accept with Condition

Final Condition(s)*

- Cannot take more than 3 hours in first term
- Cannot take more than 6 hours in first term
- Must earn a minimum 3.0 GPA in first term
- Must submit official acceptable test scores prior to the end of first term
- Custom Conditions

External Comments (Will be seen by the student)

Comments for the Decision Letter

Advisor Name

Education Advisor Name

Internal Comments (Will not be seen by the student)

Internal Comments (will be seen by all reviewers after submitted)

Send to Bin

Current Bin
Waitlist

Next Bin (required)
Admission Final Read

Next Reader (optional)

Send

Draft Saved